



Public Works Department
Engineering Division
One North San Antonio Road
Los Altos, California 94022-3087
Phone (650) 947-2780 Fax (650) 947-2732

ENCROACHMENT PERMIT No. E13-_____

APPLICATION

(To be completed by the applicant with a copy of detailed plan/drawing showing the proposed work):

LOCATION OF WORK: _____

TYPE OF WORK: _____

CONTRACTOR: _____ **PHONE #** _____

OWNER: _____ **PHONE #** _____

APPLICANT: _____ **PHONE #** _____

SPECIAL REQUIREMENTS (TO BE COMPLETED BY THE CITY):

Contractor must submit the City's Certificate of Insurance (attached) prior to issuance of this permit. The City of Los Altos approves this request subject to the "General Requirements" listed on the back of this page and the following indicated conditions:

- ☒ Notify the City of Los Altos Engineering Division at least 24 hours prior to beginning any work in the public right of way and again for final inspection at (650) 947-2780.
- ☒ A copy of this permit must be at job site for authorized representative of the City when requested or work may be terminated by the City until compliance with this requirement is met.
- ☒ The applicant shall notify the Los Altos Police Department (650-947-2770) and Fire Department, Santa Clara County (408-378-4010) at least 3 days prior to any lane or road closure.
- ☐ Applicant to construct Driveway/Walkway approach to the back of the existing rolled curb, without tying to the existing curb (cold joint).
- ☐ All work done in the City ROW shall comply with the City's Shoulder Paving Policy.
- ☐ Applicant shall provide adequate drainage with 3' wide AC swale (minimum of 4" AB plus 2" AC or 4" AC on compacted subbase is required) and conforms to existing street drainage.
- ☐ Contractor will be required to saw cut along the existing road pavement due to severe damaged edge.
- ☐ New sidewalk or curb shall be constructed per City Standards and connected to existing sidewalk or curb with #4, 16" long dowels @ 12" o.c. All saw cuts to be done at existing joints.
- ☐ Comments: _____

Applicant has read and understands all the conditions; and agrees to all the conditions of this permit.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

ISSUED BY: _____ **DATE:** _____

SIGNATURE

INSPECTED BY: _____ **FINAL INSPECTION DATE:** _____

ATTACHMENT:

☐ YES _____ **\$190.00** CREDIT ☐ CHECK ☐ CASH ☐

☐ NO _____ Provide Check # or type of credit (VS, MC, or D) and last 4 digits

Distribution: Original – Inspector Copies: Applicant and Finance

PERMIT VALID FOR 60 DAYS
(See other side for General Requirements)

(Revised 7/1/2013, VW)

GENERAL REQUIREMENTS FOR ALL JOBS

- A. The named applicant shall defend, indemnify and hold the City, its officers, agents, and employees harmless from any suits, claims or actions brought by any person or persons for or on account of any injuries or damages sustained or arising from the subjects of this permit.
- B. Commencement of any work under this permit shall constitute acceptance of the conditions and requirements of this permit.
- C. The City may require modifications to this permit as needed because of special field conditions.
- D. **NO OTHER WORK**, other than specifically mentioned, is hereby authorized. A copy of this permit must be kept on the site of the work to be shown to any authorized representative of the City.
- E. This permit does not authorize excavation and grading on private property. This permit does not release the applicant/permittee from liabilities contained in other agreements or contracts with the City, other agencies or persons.
- F. This permit does not supersede or replace any permit that may be needed from other agencies. Proper permits must be obtained from State, County, and any other agency involved.
- G. This permit is valid for **sixty (60) days** from the approval date unless otherwise noted.
- H. Construction site signs, devices and lights shall be in accordance with Caltrans standards.
- I. Use of a Flashing Arrow Panel is **MANDATORY** when work location is within a 35 MPH speed zone.
- J. Traffic conditions and adequate protection of the public in the vicinity of the job site shall be the responsibility of the applicant. During construction activities, two-way traffic shall be maintained. A minimum of one traffic lane shall be kept passable and under the control of competent flag persons. At night, weekends, and holidays, a minimum of two 12-foot wide travel lanes shall be safe and passable.
- K. Any damage to painted street pavement delineations, markings or reflectors and painted curbs shall be restored as approved by the Engineer.
- L. Excavations within the asphalt street section shall be backfilled before leaving the work for the night, unless otherwise authorized by the City's representative. Temporary surfacing shall be placed on the trench surface overnight.
- M. All trench backfill requires certified compaction test to 95% density or greater for each lift (Maximum lift of 12") or use Controlled Density Fill (CDF) as approved.
- N. All work shall be performed in accordance with the latest issue of Cal O.S.H.A. Safety Orders. The City has not checked trench safety and trench safety is not implied with this permit.
- O. Landscaping is **NOT** to be disturbed any more than absolutely necessary. Restoration shall be to property owner's satisfaction.
- P. Drainage patterns during construction shall be maintained to insure that surface drainage is properly managed and surrounding areas are protected from damage. Restoration must be to grades necessary to maintain original condition and maintain proper drainage flow lines.
- Q. Applicant/Permittee is responsible for complying with all applicable water quality standards adopted by the City, County, State or other jurisdictional or properly empowered regulatory agency.
- R. All saw cut sludge/slurry should be immediately removed by means of a vacuum system.